



FOOD DRIVE/EVENT PROPOSAL FORM

Thank you for your interest in supporting the Community Action Partnership of San Bernardino Food Bank!
Please complete the following proposal so that we may identify your event needs!

All blanks must be filled in or answered.

Event Sponsor Information

Organization

Name:

Contact Name:

Title:

Contact Phone:

Contact Fax:

Contact Email:

Mailing Address:

Please Describe Your Organization:

Event Information

Proposed Event Name:

Event Date: [None]  

Event Time:

Event Location(s):

Event Address:

What is the official name of your organization or event to be used in acknowledgements?

Is this a new event?

If no, how many years has the event been held?

How long has your organization been involved with this event?

Please describe event activities (example: reduced admission in exchange for 5 cans of food):

How will the CAPSBC Food Bank benefit from your event?

1. Financial donation
2. Food
3. Other

Will the general public be involved in this event in any way?

If yes or maybe, please e-sign the indemnification agreement below. You will need to enter security code: 3811 in the code box next to your name.

Indemnification Agreement

Your organization agrees to hold harmless the CAPSBC Food Bank and its affiliates from any claims, losses, or expenses arising from personal injury or property damage directly or indirectly incurred by the sponsor, volunteers or other third parties related to the planning or conduct of the event.

Your Signature:

Security

Code:

Event Promotion

How will this event be promoted?

Please indicate if the following will be utilized:

1. Printed Materials
2. Television
3. Radio
4. Internet
5. Print Ads
6. Billboards

Do you want to use the CAPSBC Food Bank name and/or logo for promotion of this event?

If yes or maybe, please submit all materials bearing the CAPSBC Food Bank name and/or logo for approval prior to release.

CAPSBC Food Bank Involvement

Collateral: We have supplies available to help make your event a success. Our Food Collection Bins are plastic bins approximately the size of a trash bin. The Packing Boxes are roughly the size of ten reams of copy paper. The Bins are a great visual, but keep in mind when full they weigh about 800lbs and thus can be difficult to move.

Bin (20 ½" x 36 ½") Box (24" x 36 ½")

Will you need collateral materials from the CAPSBC Food Bank?

If yes, please indicate the amounts required.

Money Collection Canisters:

Posters: **Food Collection Bins:**

Packing Boxes:

Please indicate when you would like to pick up supplies:

[None]  

Alternate Date: [None]  

Please select a time you would like to pick up your supplies:

When should the CAPSBC Food Bank expect to receive the event proceeds?

(Please note: We appreciate it when food can be dropped off at our warehouse. Food pick-up becomes cost-prohibitive when we schedule small pick-ups. We ask that if the amount of food collected (your donation to the CAPSBC Food Bank) is equal to or less than that which would fit in the back of a pick-up truck, please deliver to us at 678 S. Tippecanoe Ave San Bernardino CA 92415. Our receiving hours are 9am-4pm, Monday- Friday. Thank you!)